

- I. TITLE:** Custodian/Maintenance Worker
- II. QUALIFICATIONS:**
1. Possess a high diploma and a valid bus driver's license.
  2. Demonstrate aptitude for performing general maintenance projects cleaning, upkeep, and repair.
  3. Be able to take responsibility, follow and give directions, and demonstrate aptitude for reading, writing, and understanding operational instructions and product labels.
  4. Good organizational skills and ability to communicate.
  5. Successfully pass the 14-hour asbestos training course.
  6. Possess basic electrical, mechanical, plumbing, and carpenter skills.
  7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- III. REPORTS TO:** Head Custodian/Principal
- IV. JOB GOAL:** To provide students with a safe, attractive, comfortable, clean, and efficient place to learn. To perform and supervise the maintenance of assigned district facilities in an effort to guarantee the above conditions exist.
- V. PERFORMANCE RESPONSIBILITIES:**

Assigned Buildings:

1. Opening and Closing
  - a. Remain on the school premises during school hours, and during non-school hours when use of the building has been authorized and attendance is required by the Administration.
2. Light and Heat
  - a. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Cleaning
  - a. Verify that good housekeeping standards are kept in all district buildings.
  - b. Supervise and participate in general cleaning and maintenance of the school buildings, as assigned and needed.
4. Maintenance and Repairs
  - a. Supervise and participate in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
  - b. Assist general mechanics in remodeling and renovation work.
  - c. Make such minor repairs to buildings as is qualified.
  - d. Report major repairs needed promptly to the head district custodian or building principal.
5. Miscellaneous
  - a. Assume responsibility for the general security of the buildings by maintaining the central key distribution to buildings.
  - b. Perform emergency repair or cleaning services as necessary on all buildings if needed.
  - c. In case of a severe storm, check all buildings immediately for damage.
  - d. Schedule preventive maintenance for assigned buildings of the district.

Grounds - Premises:

1. Generally supervise and maintain school grounds.
2. Keep premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Assist in snow removal. Shovel, plow, and/or sand walks, driveways, parking areas, and

steps, as appropriate.

Equipment - Supplies - Fuel:

1. Keep continuous inventory and security of equipment and custodial supplies for the buildings assigned.
2. Requisition from head district custodian needed replacements of equipment and supplies, far enough in advance so that they may be delivered in such time as will not hinder the performance of duties.
3. Recommends equipment purchases for the district, and approves, with his/her signature, the payment of monthly bills.
4. Maintain on a regular schedule all motors and other mechanical equipment in the buildings requiring scheduled servicing.
5. Conduct periodic inspections and tests of all electrical installations in the school buildings to insure their safe condition.
6. Move furniture or equipment within buildings as required for various activities and as directed by the Principal.
7. Practice conservation of equipment, supplies, and fuel.
8. Boilers maintenance with head district custodian:
  - a. Clean and maintain all boilers and other major equipment
  - b. See that boilers are blown-down.
  - c. Check valves; sees that pop-off valves work
  - d. Summer care of boilers: flush boiler to remove scaling
  - e. See that boiler flue, manhole, and tubes are open for insurance company boiler inspectors
  - f. Check boiler on holidays and week-ends
  - g. Display boiler inspection certificate properly

Supervision of Custodial Staff and Buildings:

1. Supervise in conjunction with the administration, and head district custodian ,custodians in assigned building and recommending the hiring or release of any worker in assigned buildings.
2. To plan with, organize, coordinate, and communicate to custodial staff, the goal of maintaining the buildings, grounds, and equipment in a manner that sets an example of cleanliness, efficiency, and beauty befitting a school to the community and students.
3. To train and inform custodial staff in assigned buildings, fire prevention, building maintenance, care of grounds, preventive maintenance and cleaning agents and precautions.
4. Supervises in conjunction with the administration, the maintenance, cleaning, and care of the buildings assigned.

Fire Prevention - Safety:

1. Assume responsibility for the general fire safety of the buildings.
2. See that fire alarm signals are satisfactory.
3. Monitor and check fire extinguishers of the district.
4. Notify head district custodian or building principal of hazardous conditions for correction.

Asbestos:

1. Conduct periodic inspections and records 6-month asbestos building inspections in conjunction with head district custodian.
2. Maintain building level asbestos book on handling of asbestos materials.
3. Work with Superintendent and head district custodian in monitoring asbestos plan for the district.

Transportation:

1. Substitute driver for the bus routes as needed.
2. Drive shuttle buses and vans between buildings as needed.

Miscellaneous:

1. Report immediately to the Principal or head district custodian any damage to the school property.
2. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
3. Attends workshops or seminars as needed to understand new products and techniques.
4. Assist other custodians in making repairs and maintenance projects as needed.

All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**           **Regular and reliable attendance is an essential function of the job.**

**TERMS OF EMPLOYMENT:**           Twelve months, salary to be determined by the Board of Education.

**EVALUATION:**                           Performance of this position to be evaluated by the Principals and Head Custodian.